

INSTRUCTIONS: Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

SHADED AREA FOR HUMAN RESOURCES ONLY

RPA-
EMS - 004

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY Emergency Medical Services Authority	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
2. UNIT NAME AND CITY LOCATED Executive Division	3. CLASS TITLE Senior Legal Typist
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m. -- Flexible	5. SPECIFIC LOCATION ASSIGNED TO Sacramento
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 312-500-3224-001

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general supervision of the Staff Counsel III, the incumbent will provide legal support duties for the Emergency Medical Services Authority attorneys.

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
35%	<p>ESSENTIAL FUNCTIONS</p> <p>The Senior Legal Typist works independently and performs the full range of legal support duties for the Emergency Medical Services Authority. The work requires an understanding of the judicial process, and legal procedures and practices for state, county, and local agencies. The incumbent will utilize California statutory and regulatory authority pertaining to Paramedic Enforcement and Paramedic Program issues, public records act requests, and other policy directives, as well as modern office methods, supplies and equipment to perform assigned duties.</p> <p>In order to provide legal support assistance to the staff attorneys and to process and document the department's legal issues, at the direction and/or instruction of the Staff Counsel III, the incumbent:</p> <ul style="list-style-type: none"> • Prepares case files and inputs information regarding parties, hearing dates, case numbers, agencies, and other information. • Ensures that cases are properly calendared according to type of case, length of hearing and geographic location by reading the file and the log. • With oversight by the Authority's counsel, sets administrative cases for hearings or changes hearing dates with the Office of Administrative Hearings (OAH) calendar staff. By phone, mail, or fax, makes sure that all pertinent parties are aware of any changes. • Ensures that legal documents to Respondents are served in a timely manner and according to the Administrative Procedure Act, and that the computerized case tracking system reflects the current and correct status of all pending cases.

11. SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE*

SUPERVISOR'S NAME (Print) Steven McGee	SUPERVISOR'S SIGNATURE	DATE
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12. EMPLOYEE'S STATEMENT: *I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT*

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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DUTY STATEMENT

GS 907T (REV. 1/98)

EMERGENCY MEDICAL SERVICES AUTHORITY

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
	<p>ESSENTIAL FUNCTIONS (Cont)</p> <p>30%</p> <ul style="list-style-type: none"> • Contacts Local EMS agencies, Paramedic employers, and other licensing bodies once an action is final on a Paramedic's license. Assists in securing hearing locations with OAH and local EMS Agencies as necessary. • Reviews and logs in faxes and other legal correspondence including motions, briefs and other legal documents. • Handles incoming mail pertaining to cases by date stamping and scanning documents to PDF files using the Authority's scanning equipment. <p>20%</p> <ul style="list-style-type: none"> • Prioritizes urgent matters and makes certain they are handled promptly by the proper person. • Sends subpoenas, OAH forms and other documents in response to submitted Notices of Defense and requests for public information. • Ensures that motions to continue cases, or to remove cases from the calendar, are complete. • Refer written continuance requests and other matters to the Authority's counsel. • Make certain all interested parties are notified when cases are continued or taken off calendar, including judges, attorneys, court reporters and interpreters. <p>10%</p> <ul style="list-style-type: none"> • Scans and stores completed decisions in the Authority's computer system and notes the case tracking program. • Files correspondence and legal documents in legal case files. • Assists in purging closed case files. <p>5%</p> <p>MARGINAL FUNCTIONS: Maintain materials, files, law books, and manuals in an up-to-date condition.</p> <p>KNOWLEDGE AND ABILITIES: Knowledge of: Technical legal terms and various legal forms and documents and their processing; modern office methods, supplies, and equipment; business English and correspondence.</p> <p>Ability to: Type at a speed of 45 words per minute; read and write English at a level required for successful job performance; establish and maintain effective working relationships; prepare correspondence independently; perform difficult legal clerical work including the ability to process a large variety of legal documents, spell correctly, use good English, and make arithmetic computations; transcribe accurately difficult dictation involving a variety of legal terms from a dictating machine; communicate effectively; follow directions; analyze situations accurately and take effective action.</p> <p>SPECIAL PERSONAL REQUIREMENTS: During emergency operations, may be required to work in the EMS Authority's Departmental Operations Center, other governmental Emergency Operations Centers or in the EMS Authority's field Mission Support Team to provide assistance in emergency response and recovery activities. Staff are required to complete emergency management and Incident Command System (ICS) training based on their respective roles in a response and participate in periodic departmental and statewide readiness drills and exercises.</p> <p>Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.</p>

DUTY STATEMENT

GS 907T (REV. 1/98)

EMERGENCY MEDICAL SERVICES AUTHORITY

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
	<p>INTERPERSONAL SKILLS:</p> <ul style="list-style-type: none">• Work independently.• Take initiative to improve/create processes.• Use good judgment and take effective action.• Work cooperatively with attorneys, clerical staff, technical staff and the general public. <p>DESIRABLE QUALIFICATIONS:</p> <ul style="list-style-type: none">• Excellent organizational skills and work habits including dependability, punctuality and attendance.• Excellent interpersonal skills.• Excellent personal computer skills with emphasis on Microsoft Word and Excel, and Outlook.• Flexibility and ability to re-prioritize assignments.• Ability to work in a team environment.• A demonstrated interest in assuming increasing responsibility; mature judgment; tact and discretion.• Ability to multitask effectively and efficiently, meet deadlines and quickly evaluate and prioritize work. <p>SPECIAL PERSONAL CHARACTERISTICS:</p> <p>A demonstrated interest in assuming increasing responsibility.</p> <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES REQUIRED TO PERFORM DUTIES:</p> <ul style="list-style-type: none">• Standard office setting.• Cubicle style workstation.• Appropriate business dress for the work environment.• Able to move up to 20 pounds.• May include occasional stooping, bending, twisting, turning, grasping, pushing, making repetitive hand movements, and reaching in the performance of daily duties.